

Third Party Consultant Registration Renewal / Amendment (Submission Checklist)

Sr No	Requirements	Yes/No (Y/N)				Remarks
		Lifting equipment	Pressure Vessels	First Aid Training	Process Auditing	
1	Pre-qualification Form (For New Registration only)	Y	Y	Y	Y	Form available in our website to be submitted, duly filled.
2	Covering Letter (For Renewal/Amendment)	Y	Y	Y	Y	Letter to be submitted with Company stamp & authorized signature
3	Company License	Y	Y	Y	Y	Professional License Copy to be submitted.
4	Quality Manual / Certificate	Y	Y	Y	Y	Quality Manual or ISO Certification copy to be submitted.
5	Accreditation Certificate issued by Emirates National Accreditation Centre (ENAS)	Y	Y	N	N	ENAS Certificate copy to be submitted along with Scope of Accreditation.
6	Certification from international bodies for trainers which can be verified electronically.	N	N	Y	N	Certification from international bodies to be submitted.
7	External Body Accreditation	Y	Y	Y	Y	External Body Certification copy to be submitted for the Training Center
8	Inspectors/Instructors List (Name, Designation and Nationality)	Y	Y	Y	Y	Current List of Inspectors/instructors to be submitted in Company letter head.
9	Inspectors/Instructors CVs	Y	Y	Y	Y	To be submitted as per list
10	Inspectors/Instructors Passport copy with Visa Page	Y	Y	Y	Y	To be submitted as per list
11	Inspectors/Instructors Attested Professional Degree Certificate	Y	Y	Y	Y	To be submitted as per list
12	Insurance Policies	Y	Y	Y	Y	Copy of below policies to be submitted: - Insurance Policies Liability policy - Workmen's Compensation
13	Testing Equipments (List and Calibration Certificates)	Y	Y	N	N	Equipment list and Calibration Certificates copy to be submitted
14	Formats (Test Certificates & Inspection Checklist)	Y	Y	N	N	Copies to be submitted for Lifting equipment & Pressure vessels (ENAS scopes)
15	Inspection Procedures	Y	Y	N	N	Copies to be submitted for Lifting equipment & Pressure vessels (ENAS scopes)
16	Formats (Certificate & Evaluation sheet)	Y	Y	Y	Y	Copies to be submitted.
17	Training Procedure with course content	Y	Y	Y	N	Copy to be submitted.
18	Offices Abroad (If any)	Y	Y	Y	N	Details to be submitted.
19	Declaration regarding blacklisting/litigation with any local or international agency	Y	Y	Y	Y	Duly filled Declaration form to be submitted
20	Conflict of Interest Clause	Y	Y	Y	Y	Duly filled Conflict Clause form to be submitted
21	Payment	Y	Y	Y	Y	Please refer to HS&E Service & Fees – (HSE-SF01)

Note:

- All submissions as per the requirements above shall be in orderly manner.
- All submissions shall be made in soft copies via hse@rakez.com and in readable format (PDF files only).
- Further documents (If any) required will be intimated to you for submission, during Registration/Renewal process.